



pmis_district_admin_action_first_pay_date_co nversion

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District Administration > Tables > PMIS > First Pay Date Forecast Conversion

This page is used to change a start date code to another for forecast conversion, and should only be used if you need to transfer all positions from one **First Pay Date Code** to a different **First Pay Date Code**. All positions tied to the **From Start Code** will be added to the **To Start Code**. For example, the program could be used to update the first pay date code when a new hire employee on a 13-month pay date cycle needs to convert to a regular 12-month pay date cycle.

The screenshot shows a web application interface for 'First Pay Date Forecast Conversion'. At the top, there is a breadcrumb trail: 'Tables > PMIS > First Pay Date Forecast Conversion' and a dropdown menu for 'District Adm'. Below the breadcrumb is a 'Save' button. The main heading is 'FIRST PAY DATE FORECAST CONVERSION'. Underneath, there is a 'Starting Pay Date Code:' label followed by an input field, a 'Retrieve' button, and a 'Print' button. The central part of the interface is a table with the following columns: 'Delete', 'From Start Code', 'From Start Code Description', 'To Start Code', and 'To Start Code Description'. The table contains two rows of data. The first row shows a delete icon, 'ATC' in a dropdown, '187 Days (25 pmts)', 'STC' in a dropdown, and '187 Days (24 pmts)'. The second row shows a delete icon, 'JCO' in a dropdown, 'July Payroll', 'SNC' in a dropdown, and '197 Days'. At the bottom right of the table area is an 'Add' button with a plus icon.

Delete	From Start Code	From Start Code Description	To Start Code	To Start Code Description
	ATC	187 Days (25 pmts)	STC	187 Days (24 pmts)
	JCO	July Payroll	SNC	197 Days